

# Language and digital skills training for work

The Skills for Education and Employment (SEE) program at Navitas English can help you build your skills and knowledge to improve access to employment and further training.

- Do you want to learn about local **job opportunities**?
- Are you **looking for work** or planning to study?
- Do you want to **gain work skills**?
- Do you need to **improve your language**, literacy or numeracy?



## In the Navitas English SEE program you will learn how to:



Prepare for interview success



Develop the skills needed to get a job



Use digital technology for workplace tasks



Communicate effectively in the workplace



Work well in a team and independently



Identify jobs which match your skills



Manage money and finances



Develop confidence in language, literacy and numeracy skills

## Study Options

Navitas English delivers the SEE program face-to-face and online. This flexible delivery enables students to manage their learning around other day-to-day activities.

Online activities include:

- Skills and experience
- Job search activities
- Job applications and interviews
- Workplace communication and culture
- Developing digital skills for work on mobile and computer devices
- Scenario-based training

A trainer will discuss online work eligibility when participant commences face-to-face training.

## Eligibility

To check your eligibility for the Navitas English Skills for Education and Employment (SEE) program, talk to your employment services provider.

## College locations for Navitas English SEE program

Auburn, Bankstown, Burwood, Cabramatta, Campbelltown, Campsie, Fairfield, Hornsby, Hurstville, Liverpool, Miller, Parramatta and Sydney CBD.

## Contact us for more information

☎ **02 9707 0291**

✉ **see@navitas-english.com.au**

🌐 **navitas-english.com.au/see**